

## LIBRARY SUPERVISOR IV

### NATURE OF WORK

This is professional library work involving the management of a major library service.

Work involves responsibility for the application of professional library principles and procedures to the management of a major library service such as Branch/Extension, Young People's or Collection Management. Independent judgment is exercised in the overall management of the area to which assigned with work decisions made in accordance with departmental policies and procedures. Work is performed under minimal supervision. Work may include planning and managing systemwide services; planning and developing staff training; preparing and administering budgets; managing the children's or adult collections and program planning. Supervision is received from an administrative supervisor with work being reviewed through conferences, reports and appraisal of overall effectiveness of service provided. Supervises professional and paraprofessional personnel.

### EXAMPLES OF WORK PERFORMED

Manages systemwide services such as Young People's, Branch/Extension, or Collection Management; participates in long-term and short-term systemwide planning to accomplish the goals and objectives of the library.

Develops operational and/or media budgets for Young People's services, Branch/Extension services or adult library resources.

Supervises staff in providing services; evaluates performance; interviews and selects job applicants.

Performs cooperative planning with outside agencies, community groups or educational institutions for library services; makes presentations to professional or community groups.

Recommends and implements policies; develops procedures and guidelines for library services; provides input on impact of policies on library operation.

Analyzes the use of services and recommends changes and improvements; coordinates work and projects with other library sections.

Deals with user complaints; corresponds directly with public; answers staff questions about procedural difficulties and policies; assists staff with complex questions.

Plans and analyzes needs and effectiveness of branch/extension services; plans and analyzes systemwide programs for children and young adults.

Writes grant applications to fund special or collection development projects.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the role of the library as an educational and information agency.

Thorough knowledge of the current practices and issues of librarianship such as censorship, right to privacy and freedom of information.

Thorough knowledge of adult or children's collections and publishing trends.

Considerable knowledge of the history and philosophy of public libraries.

Considerable knowledge of the principles of administration and organization of libraries.

Considerable knowledge of the theories of creating, collecting, organizing, accessing and preserving information for use.

Considerable knowledge of information sources and research materials.

Knowledge of data base structure and use.

Ability to identify problems or trends that may arise in the library and make recommendations for their solutions.

Ability to analyze existing procedures and streamline for more efficient operation.

Ability to plan, organize, supervise, assign and evaluate the work of supervised employees.

Ability to plan and prepare budget recommendations for section.

Ability to establish and maintain effective working relationships with other employees and to deal with the general public in a tactful and courteous manner.

Ability to do original cataloging and classification.

Ability to exercise independent judgment in a variety of situations.

Ability to communicate effectively both orally and in writing.

Ability to identify and interpret elements in bibliographic records.

Ability to perform basic climbing, reaching and lifting in order to lift, move and retrieve materials.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's Degree in an ALA-accredited library science program and thorough experience working in a professional library position and considerable supervisory experience.

Eligible for Nebraska Public Librarian Certification — Level V.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university supplemented by a Master's Degree in an ALA-accredited library science program plus considerable professional library experience and supervisory experience; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved By: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Personnel Director

9/91

PS4123